

DEPUTY COMMUNITY SERVICES DIRECTOR - RECREATION

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the activities of the Recreation Division of the Community Services Department including youth and adult sport programs, aquatics, special events, and recreation center operations; to coordinate recreational activities with other divisions and departments; and to provide complex staff assistance to the Community Services Director.

Supervision Received and Exercised:

Receives general direction from the Community Services Director.

Exercises direct supervision over professional, technical and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Facilitate the provision of the highest level of quality customer service possible for Division customers. Ensure that customers are provided the Division's services in the most courteous and friendly manner possible.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens in an open and creative manner. Communicate and provide information to the public through correspondence, interviews and telephone calls.
- Recommend goals and objectives; assist in the development of policies and procedures for park usage and facility reservations.
- Direct, oversee and participate in the development of the Division's work plan; assign work activities, projects and programs; monitor work flow; with the input of divisional staff, review and evaluate work products, methods and procedures.
- Supervise a program of recreational activities including, youth and adult sport programs, aquatics, special events, facilities and operations.

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Deputy Community Services Director – Recreation (continued)

- Coordinate Division activities with those of citizens, other departments, outside agencies and neighborhood organizations. Provide staff assistance to the Community Services Director, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Coordinate and supervise a capital improvement program for recreation facilities.
- Prepare the Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery, assess work load, reporting relationships and opportunities for improvements within the programs, services and facilities managed and maintained by the Division.
- Develop, negotiate and administer contracts related to the programs, services and facilities managed and maintained by the Division.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures. Ensure that the Division's staff contribute to the City's mission and values.
- Develop and review staff reports related to recreation services; serve as a liaison to and present reports to the City Council, commissions, committees and boards as requested.
- Provide administrative support to the Community Services Director; assist with special projects as assigned.
- Supervise and participate in the design, preparation, and distribution of recreation brochures, press releases, flyers and printed schedules.
- Prepare or coordinate grant proposals; administer grants.
- Supervise, train and evaluate assigned staff.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

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Deputy Community Services Director – Recreation (continued)

Five years of professional experience in recreation administration including two three years of supervisory responsibilities.

Education:

Requires to a Bachelor's degree from an accredited college or university with major course work in recreation administration or degree related to the core functions of this position. A master's degree is desirable.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 020

Status: Exempt / Unclassified